



Request for Proposals

Professional Services for

Development of a Public Involvement Process and Procedures Manual

JULY 2016

GENERAL

In accordance with Nebraska Consultants' Competitive Negotiation Act ([Neb. Rev. Stat. §81-1702](#)), the Brooks Act ([40 USC 1101](#)), and [23 CFR 172.5](#), the State of Nebraska, Department of Roads (NDOR), is issuing a Request for Proposal (RFP) for **Development of a Public Involvement Process and Procedures Manual**. NDOR has posted two other related RFPs; Development of an Environmental Process and Procedures Manual (RFP-1612) and Contract Management to coordinate and synchronize the development of both an Environmental Process and Procedures Manual and a Public Involvement Process and Procedures Manual (RFP-1613). Consultants responding to this RFP may also respond to the other two RFP's. Qualified consultants are invited to submit a proposal with a statement of qualifications as outlined below. The NDOR's website referred to in this document is located at:

<http://www.transportation.nebraska.gov/rfp/>

All consultants interested in providing professional services for the NDOR are strongly encouraged to review the NDOR's template [Standard Professional Services Agreement](#) and [Insurance Requirements for Professional Service Providers](#) prior to responding to this RFP. By submitting a proposal in response to this RFP, Consultant, and all subconsultants, agree to meet the substantive requirements of these documents. These documents can be found on NDOR's website. An agreement will not be executed unless consultant provides proof of meeting the insurance requirements in the form of an [Insurance ACORD](#).

The NDOR is seeking proposals from consultants who wish to be considered to provide these services. The selected consultants will be required to follow all applicable federal and state requirements and procedures for federal-aid projects.

This RFP does not commit the NDOR to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The NDOR reserves the right to award contracts to more than one qualified consultant, to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified consultant or to modify or cancel in part or in its entirety the RFP, if it is in the best interest of the NDOR to do so.

In accordance with NEB.REV.STAT. 84-712 et.seq., Nebraska Public Records Act, documents provided to NDOR are public records subject to disclosure unless consultant requests in writing that documents must be kept confidential and can demonstrate that such records are confidential under federal or state law.

SCOPE OF SERVICES

1. Overview of the work:

The NDOR is redesigning its approach to how the Agency engages with the public and stakeholders with the intent of increasing transparency, improving customer service, and redefining its definition of Public Involvement (PI). The NDOR recognizes the value of engaging the public and stakeholders in the business of the department and wishes to implement a PI process that expands upon compliance with 23 CFR 771.111(h)1. The NDOR seeks to not only meet requirements of the Federal Highway Administration (FHWA), pursuant to 23 U.S.C. 128 and 139 and CEQ regulation, but to publish a document that clearly identifies a process for PI that is founded based on research on how to best engage the public in all facets of our business, from early project identification and planning through construction, and preservation of transportation assets regardless of the funding source.

The Consultant will assist NDOR by developing a Public Involvement Process and Procedure Manual (Manual) for NDOR and Local Public Agencies (LPA). The objective of the Manual is to provide guidelines, techniques and processes to plan for and conduct PI for all NDOR and applicable LPA projects (e.g. State Transportation Improvement Plan (STIP), local Transportation Improvement Plan I. (TIP), Long Range Transportation Plan (LRTP). The Manual is intended for use by NDOR, LPA's and consultants involved in development of and implementation of PI activities and outreach programs associated with: transportation project and program planning, development, design, construction and post-construction. The Manual will provide for engaging the public in early project planning through post-construction for NDOR and federal-aid projects. Specific work activities include:

- a. Research and survey stakeholders and the public to identify key aspects of PI needed to positively impact NDOR customer service.
- b. Review and compare selected State Departments of Transportation's PI Concepts, Definitions, and Processes and Procedures Manuals.
- c. Review Nebraska's Metropolitan Planning Organization's (MPO) PI procedures as they relate to NDOR's PI Plan for federal-aid projects. Prepare a report detailing any inconsistencies of each MPO's PI Plan with NDOR's PI Plan.
- d. Develop a document summarizing the Manual for use in educating the public on the concept and process and procedures of PI. Prepare public-friendly process flow charts/pamphlets.
- e. Identify all applicable laws and regulations regarding PI for public transportation projects

- f. Develop a PI manual that, at a minimum, identifies the:
 - 1. Guidance on crafting, developing content for various types of PI messages
 - 2. Delivery methods and timing of public outreach to maximize public engagement and effectiveness
 - a. To include research on uses of technology in PI and public engagement practices
 - 3. Placement of PI within NDOR's project schedules
 - 4. Parties to be engaged in the PI process
 - 5. PI processes, procedures, and notification requirements for: NEPA process; design public meetings and hearings; pre-construction, construction, post-construction activities; STIP; TIP; LRTP; and surface transportation program outreach.
 - 6. Regulatory steps
 - 7. Needs for specific environmental resources with PI requirements
 - 8. Needs/wishes of resource agencies, tribes and other stakeholders regarding engagement
 - 9. Consistency with NDOR Programmatic Agreement and the Environmental Manual.
- g. Organize and facilitate meetings with LPA's, FHWA, NDOR staff, and others as needed, for input during the development of the Manual
- h. Coordinate language, schedule, and processes with NDOR and NDOR's consultants regarding PI activities relative to the NDOR's development of an Environmental Procedures Manual

2. Qualifications, Knowledge and Experience:

- a. The Consultant shall have education, training, working knowledge of, and experience in the preparation and coordination of PI process and procedure development.
- b. The Consultant team shall provide examples of successful PI methods and/or Manuals developed for public agencies (DOT's, utilities, other), which fully defined the scope of PI within a variety of project while also understanding how to successfully incorporate the NEPA process and requirements of 23 CFR 771.111(h)1.
- c. The Consultant team shall demonstrate familiarity with PI's role in both NDOR's and LPA's transportation planning processes, NEPA process, roadway design process, right-of-way acquisition and Uniform Act, construction process and post-construction/maintenance processes for NDOR and LPA Federal-aid road projects.

3. Software and Equipment Requirements:

- a. Reports and documents must be submitted in a form compatible with Microsoft Office products unless otherwise directed.

4. Expectations for the Deliverables:

- a. Summary of research detailing scope of PI needed to positively impact customer service statistics and streamline project delivery
- b. Summary report of the review of other State DOT's PI process and procedure Manuals along with recommended best practices and their potential impact to the PI process
- c. Summary report of applicable laws and regulations regarding PI for public transportation projects
- d. Public Involvement Process and Procedure Manual
- e. Summary of the PI Manual for educational use and distribution, such as flow charts/pamphlets for public, LPA, NDOR, Consultants and other stakeholders.
- f. Workshop and meeting minutes

5. Schedule:

- a. The period of performance for this contract is expected to be 12 months or less.
- b. A kickoff scoping meeting has been scheduled the afternoon of August 30th and the morning of August 31st.

DETAILS

It is anticipated that one (1) consultant will be awarded the contract for this work. The payment method for the contract is expected to be Cost Plus Fixed Fee or Specific Rates of Compensation. A minimum of three (3) consultants will be short-listed for interviews. The evaluation criteria to be used for the short-listing and final selection is outlined below.

The NDOR reserves the right to abandon or terminate any contract at any time and either re-advertise services or utilize its own forces. The NDOR also reserves the right to accomplish services for future phases on all projects with the selected consultant, select another consultant, or utilize its own forces.

The NDOR will not hold a briefing. All information is contained within this RFP and on the NDOR's website. If additional information is deemed necessary, it will be posted on the same web page as this RFP and will be labeled as an update. Consultants interested in this RFP are responsible for checking for updated information.

Interested consultants must have a current [DR Form 497, "Architect, Engineer, and Related Services Certification Form"](#) for Standard Work Category 211; Public involvement on file with the NDOR prior to the deadline identified in the Schedule of Activities. If necessary, a completed DR Form 497 should be submitted to:
DOR.PDAnnualCertification@nebraska.gov.

Please submit the Drug-Free Workplace Policy separate from the response to this RFP ([Drug Free Workplace Policy Example](#)). The Drug-Free Workplace Policy is a one-time submittal to NDOR. Please do not re-submit this document unless your Policy has changed or you never have submitted this document with a previous proposal. While the "Drug-Free Workplace Policy" is not a submittal requirement, all consultants must have an acceptable "Drug-Free Workplace Policy" on file prior to the deadline identified in the Schedule of Activities. If necessary, the consultant's Drug-Free Workplace Policy may be submitted to:
DOR.PDAnnualCertification@nebraska.gov

Inclusion of a Disadvantaged Business Enterprises is not a requirement in the selection of a project team.

Please do not call or write NDOR staff for information regarding the services in this RFP. Email all inquiries/questions to Randy Eldorado, Consultant Services Engineer, at: randy.eldorado@nebraska.gov or call (402) 479-4778.

EVALUATION CRITERIA

Short List (100 pts)

1. Qualifications (40 pts)
 - a. Qualifications of the project manager and key team members to perform the services described in this RFP.
 - b. Qualifications and capability of key subconsultants to perform the services outlined in this RFP.
 - c. Knowledge and understanding of the development of public involvement processes and procedures outlined in this RFP.
 - d. Knowledge of applicable federal regulations, and state and federal procedures related to providing the services outlined in this RFP.
 - e. Consultant has demonstrated they will allocate appropriate and sufficient staff resources or qualified subconsultants to meet project objectives and schedules.
2. Experience (25 pts)
 - a. Consultant's team has authored Public Involvement Process or Procedure Manuals or documents supporting DOT public involvement.
 - b. Consultant has provided comparable projects for which they have been involved.
3. Performance Data (20 pts)
 - a. Cooperation, communication, and timeliness of deliverables with NDOR on previous projects. If the consultant's team has no experience with NDOR, the consultant should include three (3) references in proposal, including contact information, that have directly been involved with similar services.
 - b. The consultant's team has authored Public Involvement Process and Procedure Manuals for other DOT's or public utilities.
4. Understanding of the Services to be Provided (15 pts)
 - a. Consultant has demonstrated understanding of the key elements of the work

Final Selection (100 pts)

1. Qualifications (30 pts)
 - a. Qualifications of the project manager and key team members to perform the services described in this RFP.
 - b. Qualifications and capability of key subconsultants to perform the services outlined in this RFP.
 - c. Knowledge and understanding of Public Involvement services outlined in this RFP.
 - d. Consultant has demonstrated they will allocate appropriate and sufficient staff resources or qualified subconsultants to meet project objectives and schedules.
 - e. Knowledge of applicable federal regulations, and state and federal procedures related to transportation project Public Involvement.
2. Experience (30 pts)
 - a. Consultant's team has authored Public Involvement Process or Procedure Manuals or documents supporting DOT public involvement.
 - b. Consultant has provided comparable projects for which they have been involved.
3. Quality of Interview (40 pts)
 - a. Consultant's interview was clear and concise.
 - b. Consultant has demonstrated understanding of the key elements of the work
 - c. Consultant addressed evaluation factors adequately.
 - d. Consultant answered committee questions logically and thoroughly.

SCHEDULE OF ACTIVITIES	Date	Time
RFP Posted	June 29	
Last Day Updates to RFP may be posted	July 13	5:00 PM
DR Form 497 & Drug-Free Workplace Policy on File at NDOR	July 20	5:00 PM
Proposals Due	July 20	5:00 PM
Post Short-List Consultants & Interview Schedule	July 29	5:00 PM
Interview	August 9	11-5 PM
Post Final Selections	August 19	5:00 PM
Kickoff scoping meetings	August 30 August 31	1-4pm 9:30am-12:30pm

SUBMITTAL OF PROPOSALS

All information must be received by the deadline identified in the Schedule of Activities. No exceptions to this deadline will be given.

One (1) hard copy and one (1) electronic copy of the submittal must be sent to the address listed below prior to the submittal deadline. An electronic PDF version of the consultant's proposal must be included with the hard copy submittal, or it can be emailed to brad.reid@nebraska.gov.

Consultant Services Engineer
Nebraska Department of Roads
Planning and Project Development Division
1500 Highway 2, PO Box 94759
Lincoln NE
PO Box ZIP Code: 68509-4759 Shipping ZIP Code: 68502

Submittals are to include the following in the order given below:

1. Front cover to include the consultant, subconsultants (if applicable), and number and title of the RFP.
2. A letter of interest not to exceed one (1) page.
3. Organizational Chart not to exceed one (1) page.
4. A narrative responding to the established evaluation factors not to exceed five (10) pages.
5. A maximum of five (5) pages of additional supportive material such as charts, tables, resumes, or photos.
6. [DR Form 498, "Architect, Engineer, & Related Services Supplement to Statement of Qualifications"](#) not to exceed six (6) pages for the consultant and six (6) pages for each subconsultant. A separate DR Form 498 must be submitted for each subconsultant to be used.

Additional submittal requirements are:

1. All material in the submittal must be on 8½ x 11 paper printed on one (1) side, single or double spaced.
2. Submittal covers and dividers between the sections are allowed and not included in the page limit.
3. Fold-out pages are not allowed.
4. Submittals are to be stapled in the upper left corner. No 3-ring binders.

INTERVIEWS

The short-listed consultants will be notified by telephone of the interview date and time. Interviews will be capped at 20 minutes, followed by up to 10 minutes of Q&A with the selection committee members.

The NDOR will make every effort to post the short-listed consultants and the interview schedule on the NDOR's website prior to the deadline identified in the Schedule of Activities.

The NDOR's selection committee will conduct interviews with the short-listed consultants at the Department of Roads, Central Complex, Highway Commission Room 103, 1500 Highway 2, Lincoln, Nebraska. Consultant's may request an interview via telephone, and will need to contact the Consultant Services Engineer [randy.eldorado@nebraska.gov] or (402) 479-4778 to make arrangements.

Upon completion of all the interviews and approval of the Director, the selected consultants will be notified by telephone. The NDOR will make every effort to post the final selections on the NDOR's website prior to the deadline identified in the Schedule of Activities.

Kyle Schneweis, P.E., Director
Nebraska Department of Roads

EQUAL OPPORTUNITY EMPLOYER